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| <h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>   |  | <b>広報番号：</b><br>Announcement No.   | MWR-9-04   |
|  |  | <b>募集締切日：</b><br>Closing Date  | 21 Apr 04  |
|  |  | <b>発行日：</b><br>Date of Issue   | 31 Mar 04  |
| <b>1.職種名 Job title ( 等級 Grade <u>2</u> / 語学等級 LAD <u>1</u> )</b><br><br>Waiter/Waitress #2143 ウエーター ウェイトレス<br><br><input type="checkbox"/> 事務系 <input checked="" type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系<br>Administrative    Blue Collar Trade    Security    Medical   |  | <b>募集人数</b><br>No. of Recruitment<br><br><div style="font-size: 2em; text-align: center;">1 名</div>  | <b>4.募集範囲 Area of Consideration</b><br><input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内)<br>Current MLC/IHA Employee within Activity<br><input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内)<br>Current MLC/IHA Employee in commuting distance<br><input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍)<br>Current MLC/IHA Employee Japan Wide<br><input checked="" type="checkbox"/> 外部 Off Base Applicant |
| <b>2.部隊 Activity</b><br>Commander Fleet Activities, Yokosuka<br>Moral Welfare Recreation Department,<br>Club Alliance, Food and Beverage (クラブ アライアンス)<br><b>勤務場所 Working Place:</b> 横須賀市 泊町 Tomari-cho, Yokosuka   |  | <b>5.雇用の種類 Type of Employment</b><br><input type="checkbox"/> MLC<br><input checked="" type="checkbox"/> IHA<br><input checked="" type="checkbox"/> 常用 Permanent<br><input type="checkbox"/> 限定 Limited Term ( __ヵ月 Months ) |  |
| <b>3.勤務時間 Work Schedule ( 週 <u>40</u> 時間制 hrww )</b> <input type="checkbox"/> 規則 Regular <input checked="" type="checkbox"/> 不規則 Irregular<br>勤務日 Work Days        5 days a week ( 週 5 日制 )<br>勤務時間・Work Hours 1000-2200 hours (8 hours a day / 1 日 8 時間勤務)<br><input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel   |  |  |  |
| <b>6.職務内容 Duties</b><br>Spreads clean linen and sets tables with silverware, glasses, etc. Takes orders for food from guests and transmits orders for hot goods to a cook or to a steam table attendant. Serves food in individual dishes to each diner or places certain items of good in large containers on tables for “family” style service. Removes empty dishes at end of each course and serves the succeeding course. Performs other related or incidental duties as assigned |  |  |  |
| <b>7.資格要件／身体条件 Qualification/Physical Requirements</b><br>a. Knowledge of customer service concepts and practices.<br>b. Ability to speak, read and write English at elementary proficiency level. (LAD 1).<br>c. Ability to work irregular schedule.<br>*Handicapped applicants may be accepted, depending upon the degree and kind of disability   |  |  |  |
| 英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input checked="" type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional  |  |  |  |
| 学歴 Educational Background : N/A  |  | 免許証／修了証 License/Certificate Required : N/A   |  |

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| <b>8.提出するもの Application and Associated Documents</b>  |   | <b>職務状況 Working Condition</b>   |
| * <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) <a href="http://hro.cnfj.navy.mil">http://hro.cnfj.navy.mil</a><br>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either<br><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)<br>12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not accepted.) |   | Stands and walks long period of time.<br><br>Works irregular schedule.  |
| <b>問い合わせ先 for Job Inquiries</b>   | <b>提出先 Office to Submit</b>   | <b>事務処理欄 For Official Use</b>   |
| 担当部署／担当者 Office<br>CFAY MWR 人事課 Personnel (C 6045)<br>担当 横田 Ms YOKOTA<br>☎046-816-3201 (Extension/内線 243-3201)<br>受付時間 0900-1600  | 〒238-0015 神奈川県横須賀市泊町 1 番地, Box 22<br>1 banchi Tomari-cho, Yokosuka, Box 22<br>米海軍横須賀基地統合人事部雇用課 (HRO)<br>CNFJ, HRO (Code N132) Box 22<br>☎046-816-8153 (内線/Extension) 243-8153 | PD No.:CFAY-6161-014<br><br>PD is accurate and current.<br>Certified by Activity: ky<br><br>HRO at 3/31so3/31 |

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.  
 提出された応募書類はお返ししません Submitted applications will not be returned.